	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	103
		Original Date	05/16/1983
		Revised Date	04/28/2016
	Department: Administration Policy Procedure		

POLICY:

The Montana Mental Health Nursing Care Center will have a uniform system of instituting policies.

PROCEDURE:

1. Any employee can suggest a policy by presenting the need and indicating a course of action to their department Supervisor. This presentation may be verbal or written.
2. The supervisor will forward the suggestion to the Department Manager who will bring it to the Policy Committee for review.
3. A Policy Review Committee consisting of the Superintendent, Director of Nursing, and Director of Support Services will meet quarterly to review policies.
 - A. Policy Review Committee Meetings will be held on the second Thursday of January, April, July and October.
 - B. The meeting date may be changed by the Superintendent.
4. Final approval of all policies and procedures will be authorized by the Superintendent.


Policy Procedure

5. Policies and procedures will be numbered utilizing the following guidelines:

100	Administration
200	Fiscal Property
300	Business Office
400	Personnel
500	Nursing
600	Infection Control
700	Food Service
800	Maintenance
900	Laundry
1000	Housekeeping
1100	Social Services
1200	Recreation
1300	Resident Work Program
1400	Medical Records
1500	Exposure Control
1600	Pharmacy

- A. Policy numbers will be assigned by the Secretary.

6. Each policy shall utilize a heading as follows:

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	XXX
		Original Date	XX/XX/XX
		Revised Date	XX/XX/XX
	Department: XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX		

7. Policies will contain a policy and procedure statement and will be signed by the Superintendent.
8. Draft policies to be typed for review will be submitted to the Secretary at least three weeks before the Policy Review Committee Meeting.
9. The secretary will prepare a memo stating which policies will be reviewed and attach draft policies. These will be distributed by the Secretary two weeks before Policy Meeting for review and comment to the following:

Policy Procedure

- A. Administrator
 - B. Director of Support Services
 - C. Director of Nursing
 - D. Human Resource Manager
10. Policy and procedure manual will be available to all employees in the business office or on line @
<http://share.hhs.mt.gov/MHS/AMD/MMHNCC/MMHNCC%20Policies%20and%20Procedures/Forms/AllItems.aspx>

Reviewed: _____

Superintendent: _____